

**ASSISTANT FIRE PREVENTION CHIEF
STUDY GUIDE**

A written examination for the class of **ASSISTANT FIRE PREVENTION CHIEF** to be administered in **BATON ROUGE** on **MARCH 4, 2009**, will consist of approximately **120** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE INSPECTION PROCEDURES Knowledge of the processes and procedures necessary to conduct fire inspections, including pre-inspection research and planning.	9.2%
FIRE CODES Knowledge of fire codes, of the legal authority under which the duties of code enforcement are performed, and of liabilities incurred as a result of this authority, including calculation of occupant loads.	11.7%
FIRE HAZARDS/HAZARDOUS MATERIALS Knowledge of the factors which constitute ordinary or special fire hazards, including materials, conditions, or negligence; and of hazardous materials, equipment, and systems used in transportation, handling, and storage, which may contribute to the start of a fire, increase the extent or severity of a fire or hazardous materials incident.	8.3%
FIRE CHEMISTRY Knowledge of the chemistry of fire, including ignition temperatures and properties of flammable and combustible materials, flame and smoke spread, and products of combustion.	5.0%
BUILDING CONSTRUCTION/PLAN REVIEW Knowledge of building construction and of the procedures for review of building plans in order to verify conformance to fire safety codes and to identify any possible fire hazards, including the purpose of rated building construction and where such is required; building construction components installed for fire-related purposes; and building construction classification.	7.5%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>JUDICIAL & COURTROOM PROCEDURES/COURT TESTIMONY</p> <p>Knowledge of the judicial system and legal procedures as they relate to fire inspection; of general courtroom and trial procedures; and of recommended courtroom demeanor and testimony.</p>	4.2%
<p>FIRE RECORDS, REPORTS, AND CORRESPONDENCE</p> <p>Knowledge of effective records-management practices, including preparation, content, control, format, and retention; and of the information gathering process and procedures for completing required reports or producing required correspondence in order to document the performance of fire prevention duties.</p>	8.3%
<p>FIRE PROTECTION AND WATER SUPPLY SYSTEMS</p> <p>Knowledge of sprinklers and standpipe systems, water supply systems, portable fire extinguishers, and fire alarm devices and systems, including evaluation of the operational readiness of the systems, proper installation and location of system components and devices, and maintenance of systems.</p>	4.2%
<p>PUBLIC FIRE EDUCATION</p> <p>Knowledge of the principles of public fire education needed to inform the public about fire safety during the performance of regular fire prevention duties, as well as developing and conducting a public fire education program to address specific community needs; and public speaking.</p>	10.0%
<p>PUBLIC RELATIONS</p> <p>Knowledge of accepted public relations practices in order to interact with other agencies, and the public in various situations including code enforcement, and fire prevention activities.</p>	8.3%
<p>ADMINISTRATION</p> <p>Knowledge of the principles of effective fire service management and administration, including management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; and personnel management.</p>	10.8%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.	8.3%
TRAINING Knowledge of the procedures for developing training materials on fire prevention topics and for serving as an instructor in fire inspection or fire prevention education areas.	4.2%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire Inspection and Code Enforcement, 6th ed., 1998.

Essentials of Firefighting, 4th ed., 1998.

Fire and Life Safety Educator, 2nd ed., 1997.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

NATIONAL FIRE CODES/STANDARDS (NFC):

NFPA #101 - Life Safety Code: NFPA, 2006 edition.

NFPA INSPECTION MANUAL, NFPA, 7th ed., 1994.

OTHER RECOMMENDED PUBLICATIONS:

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

BUILDING CONSTRUCTION FOR THE FIRE SERVICE, NFPA, Brannigan, Francis L., 4th ed., 2008.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.